



ACADEMIC TRAINING FOR J-1 STUDENTS

Academic Training is a benefit that J-1 Exchange Visitor Program participants use for employment training or practical experience directly related to the participant's major area of study. Academic training is available at any stage of one's academic program, either while enrolled in school or upon completion of the academic program as long as one maintains valid J-1 status.

STUDENT ELIGIBILITY

To be eligible, you must meet all of the following criteria:

- You are enrolled full-time in an academic program and in good standing
- AT can be used before or after completion of program.
 - Before completion of degree/program, AT can be part-time during the fall & spring semesters or full-time in the summer.
 - After completion of program, AT must be a minimum of 20 hours per week.
- Your academic training must be directly related to your major field of study

APPLICATION PROCESS

1. Submit a letter from your prospective employer for your work in your major field of study. The Employment Letter needs to be on official letterhead and include:
 - Your job title
 - A brief description of the goals and objectives of your training or employment
 - Dates and location of training or employment
 - Number of hours per week, salary and benefits
 - Name and title of your training supervisor
2. Obtain a letter of recommendation from your academic advisor or dean recommending this academic training. The letter must include:
 - The goals and objectives of the specific academic training program
 - A description of the academic training program, including its location, the name and address of the training supervisor, number of hours per weeks, and dates of the training
 - How the academic training relates to your major field of study
 - What it is an integral or critical part of your academic program
3. Complete an Academic Training Request Form for J-1 Students.
4. Schedule an appointment with your immigration advisor in the Global Education Office

NOTE: Your appointment at the Global Education Office must occur at least 20 working days before the end date on your Form DS-2019. If you fail to submit your application before the end date on your Form DS-2019, you will not be eligible for academic training.

5. Bring the following documents with you to your appointment:
 - Copies of your current and all previous Forms DS-2019
 - A copy of your passport biographical data page and visa page
 - A copy of paper or print-out of electronic [Form I-94](#)
6. If your immigration advisor approves your application, they will issue a new Form DS-2019 authorizing the academic training for the duration you requested. Your employer will be listed on the academic training authorization letter accompanying the new Form DS-2019. The end date on this form is now the end date of your J-1 program. You must apply for an extension of your academic training in a timely manner if you are eligible to and wish to extend your J-1 program beyond that date.



IMPORTANT REMINDERS

- Your employment/training must take place with the specific employer or employers who are noted on the academic training authorization letter.
- Your Academic Training authorization must be processed before the end date on the Form DS-2019.
- You have a valid Form DS-2019 that enables you to remain in the U.S. in J-1 student status. You must apply for extensions as needed and in a timely manner.
- You may not begin employment until your Academic Training letter has been issued.
- AT is available for a total of eighteen (18) months or for a period equal to the length of the study program, whichever is shorter.
- If you wish to extend your Academic Training or change employers in the future, you will follow the same procedure and make your request in a timely manner.
- Post-completion academic training must begin within 30 days of your program completion date and must be a minimum of 20 hours per week.

STUDENT INFORMATION

Name: _____ VT ID#: _____
Last name First name

Personal Email _____ SEVIS ID #: _____

U.S. Address: _____
Street Address City State Zip Code

Please select all that applies to you:

Requesting (*please check one*): Pre-completion AT Post-completion AT

I have previously requested Academic Training (*if checked, please fill out the following information*)

Dates Requested	Part Time or Full Time	U.S. Institution	Degree level

I have J-2 dependents

I would like to work from (begin date): _____ to (end date): _____

By signing below, I certify that I have read the Academic Training application and have met with an immigration advisor. I understand any J-2 dependents must have approved health insurance for the duration of my J-1 status. I understand I must report any address changes, current (U.S.) or permanent (out of U.S.), to the Global Education Office within 10 days of the change.

Student's Signature _____ Date _____